

Avoyelles Parish School Board Online Learning Procedures

APSB will be delivering distance education both as an option for parents who are not comfortable sending their child to school and in times when students/teachers can not physically interact in person in the traditional classroom setting. Learning will be delivered online both synchronously (through live lessons with real time interaction) and asynchronously (through online channels without real time interaction).

Section 1: Student Expectations

Technology/Equipment:

Students/parents will quickly communicate with the school about technology and internet needs. Once a student has been issued a device with a microphone and camera, if requested, they are expected to adhere to the timelines for due assignments and grades will be issued accordingly.

Section 2: Technology Platform

- The Avoyelles Parish School Board YouTube Channel is a resource for information and technology support for students, parents, and teachers. Technology support will be provided both online and in print format.
- Students must have access to the Google Suite through a Google Chrome browser. Each student will receive their Google account information from their school.
- All APSB accounts are filtered and monitored at all times.
- Chromebooks are used in the schools, so students have familiarity with them.
- Students need access to a microphone and camera on their device. We recommend that a phone is NOT the best tool to be utilized for online learning.
- You must also have a dependable wireless connection. APSB will provide wireless access points around Avoyelles Parish to supplement those who do not have a dependable Internet connection.
- For students who do not have a reliable internet connection, students will be able to report to an access point to download and upload materials weekly should traveling to an access point on a daily basis be impractical.

Section 3: APSB Issued Devices

- APSB will loan students a device for use in distance education. Devices remain the property of the Avoyelles Parish School System and must be returned in good condition.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables should be inserted carefully into the Chromebook to prevent damage.
- Devices must remain free of any writing, drawing, stickers, or labels that are not the property of APSB Parish Schools.
- Devices are very sensitive to extreme heat and extreme cold; therefore, leaving devices in cars, direct sunlight, etc. that may expose them to these conditions are potentially harmful to the device and should be avoided.
- Do not stack any books, heavy materials, etc. on top of the device as it could cause the device to break.
- Screens can be damaged if subjected to rough treatment and are extremely sensitive to damage from excessive pressure on the screen.
- Do not lean on the top of the device when it is closed.
- Do not place anything near the device that could put pressure on the screen.
- Clean the screen with a soft, dry cloth or anti-static cloth.

- Do not “bump” the device against lockers, walls, doors, floors, etc.

Section 4: Managing Files

- Saving to the Chromebook
 - Students may save work to their Google Cloud Account via the Chromebook.
 - Students should not save any work to the individual Chromebooks unless there is no access to the Google Cloud Account (such as times when there is no Internet availability). It is important to note that Chromebooks will not be backed up by the district in cases of resetting and reimaging.
- Network Connectivity
 - The Avoyelles School District makes no guarantee that the network will be up and running 100% of the time. In the rare cases that the network is down, the district will not be responsible for lost or missing data.
 - Students will not be penalized if the network is down and a completed assignment can be accessed for class projects, presentations, etc. as this type of network outage will affect all students and staff in the school building.

Section 5: Communication

All students will communicate using an Avoyelles Parish School Board issued email address with their teachers when there are questions. If a student fails to complete an assignment and there was no communication, then the student shall earn a failing grade for the assignment. If technology is the issue, then students or parents must call the school as soon as they know about the technology issue to inform staff.

With online assignments, students will be made aware of class/office hours in which they can log in and meet with teachers virtually and have their questions answered. This will remain posted in the teacher’s Google classroom. **Questions asked from students online should be responded to within 24 hours during the regular school week.**

Section 6: Class participation

1. Students are expected to read all of the material provided.
2. Students are expected to use the links provided in order to complete items that are assigned.
3. It is very important to understand that online work is just as important as in person work.
4. Students should utilize links set up by teachers to ask questions during Google Meets.
5. It is a best practice that students log in each day to check for assignments, items posted to the stream, or to interact with peers.
6. It is expected that students keep interactions online positive and constructive.

Section 7: Student Materials

Parents/Students are to pick up any materials from school that will be needed to complete their online work. This will be picked up through established procedures at the school level. Students caught plagiarizing online material (copy and paste from another website) will earn a zero for the assignment.

Section 8: Class Structure (Cohesive Setup In Google Classroom)

Classes will be set up in Google Classroom and/or Plato. It is important for students to keep track of their assignments and their due dates. Online classes should be structured by what should be accomplished weekly.

In order to assist students in organizing online work, and understanding where to go when they are accessing work outside of school, the virtual school will adhere to the following as much as possible:

1. Teachers will try to utilize a similar format across the board. Some suggestions include:
 - a. Setting up assignments/materials in a weekly manner and labeling them similarly (example: Week 1, Qtr 1, September 1-5)
 - b. Organize by Learning Targets
2. A minimum and maximum amount of assignments will be determined and communicated on the syllabus.
3. A DEMO student account will be created in order to show your students and parents during week 1 how they will find and access materials, turn in materials etc...

Section 9: Grading

Online assignments and material are given the same weight as they would during face-to-face instruction.

Students caught cheating (for example, submitting the same assignment as another student) will earn a zero for that assignment, or partial credit as determined by the teacher (both/all students involved). Students caught plagiarizing materials will earn a zero, or partial credit as determined by the teacher for those assignments.

Grades may be given from the following:

- Student submission of an assignment
- Student submission of an exam
- Documented student participation in an interactive tutorial or computer-assisted instruction
- A posting by the student showing the student's participation in an online study group that is assigned by the institution
- A posting by the student in a discussion forum showing the student's participation in an online discussion about academic matters
- An email from the student or other documentation showing that the student initiated contact with a faculty member to ask a question about an academic subject studied in the course
- Any other assignment given by a teacher

Section 10: Testing and Exams

Teachers may choose to give students tests online. They may also use Google Forms to conduct online testing which has an option to block outside sites from opening while the test is in process. Teachers have taken into consideration that students will have resources available during a test, and will create tests and quizzes that will continue to challenge you.

Ensure that the student has ample time to complete his/her test when they start online, as students may not be able to start over once the test has begun. Students should read all directions as they would a regular test to ensure understanding of what they are supposed to do. If there are technical difficulties, take a screenshot of the problem so that the teacher can be notified immediately. Students should double check that they have completed all assignments before beginning as they may only have one chance to submit the test.

Section 11: Google Meet Guidelines

Google Meets are a way for students to interact with their teacher while distance learning. These Meets are set up for specific times and a link will be available.

While participating in online learning, students must adhere to the following:

1. Students are to abide by all APSB rules and regulations as referenced in APSB Policy (Reference the Avoyelles Parish Student Handbook and Guide for policies).
2. Students must abide by the school system's Computer and Internet Use Policy (File: IFBGA).
3. Students must have school appropriate dress at all times.
4. Use professional and polite language during a Google Meet.
5. Attempt to keep all background noise and distractions to a minimum. Always be aware of your surroundings during a Google Meet and make sure surroundings are appropriate for Google Meet participation.
6. Mute the microphone when the teacher is teaching, and use the chat box for questions.
7. Promptly exit the meeting when it is over, **the teacher is the first one on, and the last one off of the meeting.**
8. Only accept Google Meet invitations from school staff.
9. Give your best effort while participating.

Section 12: Meeting Needs for IEP accommodations/504 Testing Accommodations

Accommodations for Students with IEP/504 Plans will be determined individually according to their plans.

Many students have the accommodation "Test Read Aloud." To have pages read aloud to, turn on the Chromebook's built-in screen reader:

1. At the bottom right, select the time. Or press Alt + Shift + s.
2. Select Settings .
3. At the bottom, select Advanced.
4. In the "Accessibility" section, select Manage accessibility features.
5. Under "Text-to-Speech," turn on Enable ChromeVox (spoken feedback).

Section 13: Distance Learning Virtual Work Time Expectations

<p style="text-align: center;">Distance Learning Virtual Work Time Expectations</p>		
Grade	Total Student Time	Breakdown of Time Minimum of:
K-2	1-2 Hours	30-45 minutes per content area <ul style="list-style-type: none"> ● ELA ● Math ● Social Living
3-6	2-3 Hours	45-60 minutes per content area <ul style="list-style-type: none"> ● ELA ● Math ● Science/Social Studies
7-8	3-4 Hours	45-90 minutes per content area <ul style="list-style-type: none"> ● ELA ● Math ● Science ● Social Studies ● Electives
9-12	4-5 Hours	60-90 minutes per course

Section 14: Resources aligned to Core Instruction

Resources aligned to Core Instruction:		
K-2	ELA	Amplify CKLA Students should log in using <u>Clever</u>
3-12	ELA	LearnZillion Guidebooks
K-5	Math	Eureka and Zearn Students should log in using <u>Clever</u>
6	Math	Eureka
7-8	Math	iREADY Students should log in using <u>Clever</u>
9-12	Math	Springboard Students should log in using <u>Clever</u>
3-6	Science	Mystery Science and Generations Genius **Teachers will follow LDOE Scope and Sequence.
** In areas not listed, teachers will follow LDOE Scope and Sequence through Google Classroom.		

**Please note that these procedures are subject to change as new protocols are put in place that APSB is mandated to follow (such as: BESE, LA Department of Education, CDC, etc protocols).

